

City of Chattanooga, TN
Personnel Class Specification

Class code 0336

FLSA: Exempt

CLASSIFICATION TITLE: ASSISTANT SUPERINTENDENT, PARKS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide management support to the Superintendent of the Parks Division and to directly supervise the division's landscaping, facilities and grounds maintenance, park maintenance and construction, and employee safety programs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Through subordinate supervisors and staff, supervises division operations of facilities and grounds maintenance, park maintenance and construction, and employee safety; develops work plans and schedules; coordinates the recruitment and selection of assigned personnel.

Serves as project manager for active construction projects; duties include assisting in project planning, inspecting work in progress and upon completion to ensure compliance with specifications and drawings, coordinating projects with other city staff, and monitoring project costs.

Develops planting and maintenance schedules for parks, gardens, and ballfields.

Provides direction and assistance to subordinate supervisors in planning and prioritizing projects; inspects parks maintenance, custodial, landscaping and related work; monitors use of equipment and materials; documents cost data.

Supervises the department's metro softball program and coordinates game schedules for league play at various ballfields.

Assists the Superintendent in making management decisions involving staffing, financial resources and allocation of equipment and materials in the division; assists

in staff development and training; assists in the implementation and enforcement of city and department policies and procedures.

Assists the Superintendent in preparing the annual division budget, handling disciplinary action and personnel matters, handling complaints and problems, conducting policy research, preparing management reports.

Assists department managers in promoting the department and securing special tournaments and events.

Assists in coordinating emergency response crews for inclement weather, repair problems and other situations.

Meets with community groups, city and department staff, other local governments, state and federal agencies, and the general public regarding division operations and assigned functions.

Writes technical specifications for contract work; assists in coordinating bid work with Purchasing staff; assists in reviewing and approving purchase requisitions.

Confers with subordinate supervisors, department and city staff, athletic and youth groups, sports associations, community groups, contractors, and others in performing assigned job duties.

Completes various administrative documents including work orders, work schedules, project cost sheets, budgets, performance appraisals, purchase orders, and others.

Reviews, approves and processes work orders, time sheets, personal leave requests, invoices, purchase requisitions and others.

Writes management reports, press releases, memos, meeting agendas, management reports and work schedules.

Attends professional conferences and seminars to maintain knowledge of the laws, policies, and practices related to parks management and other assigned functions.

Represents the division in various meetings and conferences; makes speeches and presentations; gives presentations to advisory boards and City Council.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in business administration, facilities management or related field; supplemented by three (3) to five (5) years previous experience and/or training that includes parks and facilities management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, or temperature extremes.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.